

# KENTUCKY TRANSPORTATION CABINET

Kentucky TRNS\*PORT Information Series

SiteManager Materials Module

## LIMS Enter Test Results Window

### Navigation

LIMS \ Enter Test Results

### Enter Test Results Window Description

When a user opens the Enter Test Results window, tests for which the user has qualifications are displayed as shown in the following Layout section. The list that appears is restricted based on the following criteria:

- The code table LMSTSTQ has all the statuses that should be displayed for this window. Only those tests that have one of the test statuses listed in the code table will be qualified. The system will filter all other test statuses.
- The lab unit that the user has chosen must have the appropriate qualifications to perform the test.
- The tester must have the appropriate qualifications to perform the test.
- Contract level security will limit a user's access to the sample records based on the contract authority and sample-to-contract associations. The user must have the proper contract authority to view or edit the sample test. . If a sample has no contracts associated, it will be available to any user who meets the other security conditions.

If a user belongs to multiple lab units, clicking on the ALL MY LABS radio button for the Test Queue Criteria will display tests assigned to all the labs that the user belongs to. The user can use the Filter Criteria to further limit the number of tests displayed on the window.

When the user clicks on a test, the test template is displayed in the lower panel. The system will retrieve any data that was recorded earlier. The Effective Date column is populated with the effective date selected for the test template for specification checks if the template is a test template. The drop down list for the Effective Date column has all the effective dates of the material test specification for the test template. The default value for this column is the Effective Date. The default date is set to the most recent one before the contract LET date for the first Contract ID for the sample found in the database. If there is no contract LET date defined, the latest effective date for the material test specification will be used. A user may choose a different Effective Date on the LIMS Enter Test Results window if another is more appropriate.

# KENTUCKY TRANSPORTATION CABINET

## Kentucky TRNS\*PORT Information Series

### SiteManager Materials Module

The tester can enter the test results in the template. The system will record the date when the test result was first entered for the test. The user can also select the Test Started check box to indicate that the test has been started.

When a test is completed, the tester can mark them as complete by selecting the Test Complete check box for the test and click on the SAVE button. During the save process, the system will store the template results to the database.

The system will check to see if there are any alternative workflows defined for the sample type, material code, test method and lab unit combination. If there is an alternative workflow available, the test status will be updated to the status defined in the alternative workflow. If there is no alternative workflow defined, the test gets a status defined in the 'LIMS Test Status for Completed' system parameter and the test is no longer available for the tester.

Testers can add remarks by clicking on the Remarks icon. The system uses the LMSRMRKS code table to store the remarks. The functionality of remarks is implemented as it is in SiteManager.

LIMS allows automatic spec check functionality to populate the field specified by the Template Monitor field for Test Results system parameter to indicate whether the test results are in spec, out of spec or no specs. To achieve this, the template field specified by the Template Monitor field for Test Results system parameter must be defined as an integer. The tag property of the monitor field must be hard coded during template development. In such a case, the system will protect the field, check the spec limits for the template and populate the monitor field with the following values:

- 1 – Test result is within the pass range
- 2 – Test result is out of the pass range
- 3 – No spec values are defined

If the tag property for the monitor field is not set to A, then the system will not do an automatic spec check and the field will be open for edits by the testers.

### **Procedure**

Use this window to record test results. When test results are complete, then marked the checkbox as complete. The test will disappear from the Enter Test Results window and move to the Review Test window.

If a test has a status of Requeue or Retest, check remarks. Requeue and Retest tests will appear at the top of the Enter Tests Results window. All remarks should be in capital letters with the user id and date

# KENTUCKY TRANSPORTATION CABINET

## Kentucky TRNS\*PORT Information Series

### SiteManager Materials Module

#### Field Table

Field Name	KYTC Population Policy & Procedure
All My Lab Units	Select to display available tests in queue for all lab units to which you belong. Most users will belong to one lab unit.
Select Lab	Select to display available tests in queue for a particular lab unit to which you belong.
Test Completed	Select this check box when the test is ready for review. The test will move to the Review Tests window.
Sample ID	Identifies sample.
Lab Control Number	An umbrella number used to link samples for sample review purposes.
Lab Reference Number	Lab Reference Number for the sample ID.
Seal Number	Seal number on the batch of the material tested.
Control Number	Actual number for the type of control to identify the sample.
Contract ID	Identifies the contract.
Test Description	Description of the test method.
Test Number	Indicates run of the test on the sample.
Test Started	Check box to indicate whether test has been started by a tester. Select the check box when the test has begun. Save.
Tester*	Tester assigned by the supervisor to perform or oversee the test. Optional.
Test Status*	Current status of the test. If Requeued or Retest Ordered, perform these tests before others in the queue.
Priority	Priority assigned to the test by the supervisor. Defaults to Medium. Optional.
Due Date	Due date assigned to the test by the supervisor. Optional.
Sample Type*	Indicates type of sample.
Material Code	Identifies the material.
Lab Unit	The lab unit where the test will be performed.

# KENTUCKY TRANSPORTATION CABINET

## Kentucky TRNS\*PORT Information Series

### SiteManager Materials Module

Field Name	KYTC Population Policy & Procedure
Sampler	User ID of the person who took the sample.
Sample Type	Indicates type of sample.
Producer Supplier*	The producer supplier for the sample
Receive Date	Date when the sample was received in the lab unit.
Manufacturer*	Manufacturer of the material in the sample.
Sample Date	Date the sampler took the sample
Effective Date	Identifies date of specification selected for checks against the test template.
Toolbar ~ Remarks	<p>Enter/View remarks associated with the selected test. Record all remarks for the test into the appropriate internal or public remarks type.</p> <p><b>Internal</b> – Remarks intended for KYTC lab personnel. Users with access to the following windows have access to these internal remarks:</p> <ul style="list-style-type: none"> <li>§ SiteManager Maintain Sample Information window's Tests panel</li> <li>§ LIMS Enter Test Results</li> <li>§ LIMS View-Only Sample Information window's Test Status panel</li> <li>§ LIMS Maintain Test Queue</li> </ul> <p><b>Public</b> – Remarks intended to be displayed for KYTC personnel and printed on reports for external use.</p>
Toolbar ~ Add Testers	Click to open the Add Testers window. Add testers to the selected test. If you edit the test results, LIMS automatically adds your name to the Add Testers window's 'Testers already assigned to the sample' pane.

# KENTUCKY TRANSPORTATION CABINET

Kentucky TRNS\*PORT Information Series

SiteManager Materials Module

## ADD TESTERS WINDOW

### *Navigation*

This window can be opened by clicking the Add Testers icon from the toolbar on the Enter Test Results window.

### *Add Testers Window Description*

The Enter Test results window will allow testers to add other users. This is similar to adding testers for samples in SiteManager. When the user clicks on the Add Tester icon the Add Testers window will appear as shown in the following Layout section. The window displays a list of all testers who have the qualification to perform the test under the Additional testers available for assignment panel. Users can select from the available user list and click the ADD button to add them to the list on the Testers already assigned to the sample panel. Clicking on the OK button will save all the changes and the window will be closed.

**Note:** Only those lab unit users that have qualification to perform that test are listed. Global testers are also included in this list.

### *Procedure*

If entering data on behalf of a tester, select the name of the tester who performed the test. Record the names of all testers.

### *Field Table*

Field Name	KYTC Population Policy & Procedure
Tester	User IDs that can be added to the sample as testers.
Name	Name of the user ID.